

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

SUPREME COURT MARSHAL
Position # 14941 (Full-time)
Position # 14942 (Part-time)

This position is responsible, under the direction of the Supreme Court Chief Marshal, for the provision of security services for the Justices of the Nevada Supreme Court, Supreme Court employees, the members of the public who access the Supreme Court, and the property of the Court. Duties will also include the performance of investigations, handling threats, and general law enforcement duties as directed by the Chief Marshal. The position will implement and carry out the safety, security, and disaster plans, protocols, and policies promulgated by the Court; develop, review, and implement security and operational policies and plans, including assistance with the Continuity of Operations Plan (COOP); interact and work with federal, state, and local courts and law enforcement agencies regarding security issues; participate in inter-branch coordination of security plans and security systems, including surveillance and computerized access systems. Positions are located in Carson City, Nevada.

This recruitment is for two full-time positions and one part-time position.

Education and Experience: High School Diploma or equivalent education and 2 or more years of experience as a duly sworn police officer.

Certificates and Licenses required:

- Certification as a Category 1 Peace Officer by the Nevada Commission on Peace Officer Standards and Training (NV POST), including weapons qualification
- NV Driver License

Salary Range: \$46,416.24 – \$69,029.28 (Hourly Rate \$22.23 – \$33.06) DOE, employee/employer paid retirement.

The Supreme Court of Nevada offers the compensation package available for all State of Nevada Employees which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: marshal@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday June 21, 2013. Applications received after June 21, 2013, will not be accepted.

The Supreme Court of Nevada is an equal employment opportunity employer and does not discriminate on the basis of sex, age, religion, race or disability. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.